



An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

ACCOUNTANT

Last Date to Apply: Monday, March 10, 2008, at 5:00 pm

Salary Range: \$4,804 – 5,044 – 5,297 – 5,561 – 5,840 – 6,132 – 6,132 per month

Note: The District pays the full-time employee's contribution to the Public Employees' Retirement System (PERS) 2% at 55. The District does not participate in the Social Security system; however, federal mandate requires new employees to contribute 1.45% of wages to Medicare. After qualifying, the District compensates 2.5% or 5% above base monthly salary for bilingual pay. As a condition of employment, all new employees are required to enroll and participate in the direct deposit program; also, the District contributes 1% of base monthly salary to the employee's retiree medical account, with a regular matching 1% of base salary contribution by the employee.

The Accountant performs a wide variety of responsible and professional accounting tasks and other related work as required.

Essential Functions Include:

- Prepares and maintains complex financial statements and statistical reports for the District;
- Maintains automated District general and subsidiary ledgers and journals;
- Conducts and prepares cost studies, internal audits and analytical reviews of data using financial, cost and managerial accounting principles; Audits tax reports, records of permits for sewerage fees;
- Prepares and processes the District payroll; maintains payroll records and reports;
- Prepares complex internal and external automated financial reports;
- Prepares monthly warrant list; Codes documents for proper account classifications;
- Prepares and processes purchase orders, invoices, payroll time cards, asset inventory reports, monthly bank reconciliations and bank deposits;
- Maintains control of the fixed assets accounting system;
- Assists in budget research, analysis and forecasting; Prepares and analyzes budgets to actuals;
- Performs related work as required;

Qualifications Guidelines:

- Graduation from a four year college or university with major course work in accounting, business administration, or other related field;
- Considerable professional accounting experience, preferably with a special district/government agency;
- Experience using client-server financial management systems and accounting software for personal computers is highly desirable;
- Thorough knowledge of governmental accounting, budgeting and auditing practices, standards and principles; and office practices and procedures as applied to financial operations. Ability to work effectively in a customer service environment with a team approach. Skill in using MS Office (Word, Excel, PowerPoint, Outlook);
- Ability to communicate effectively orally and in writing; establish and maintain effective and cooperative working relationships;

Physical Tasks and Environmental Conditions: Ability to sit, reach, twist, turn, lean, reach to access supplies and use equipment; operate a computer keyboard, typewriter, calculator; lift files and reports from desktops or file drawers. Exposure to vibration, pitch and glare from a computer.

Application and Selection Procedures: The District will accept completed applications until **Monday, March 10, 2008**.

Postmarks or facsimiles will not be accepted. Candidates are requested to provide thorough yet concise information on their education and experience to ensure the correct evaluation of their qualifications. Based upon the information presented on the application materials, a limited number of candidates who possess qualifications most pertinent to this position will be invited to participate in the interview evaluations, tentatively scheduled for the week of March 17, 2008. Applicants will be notified of their status in the selection process by mail. All applicants will be notified of their status in the selection process by mail.

The Costa Mesa Sanitary District, located 35 miles south of Los Angeles, encompasses a total of 18 square miles with its southern most border only four miles from the Pacific Ocean. The District, a leader in Orange County Sanitary Districts, provides solid waste collection services to over 21,100 residential units and wastewater collection services to 45,000 customers.

The Costa Mesa Sanitary District is an equal opportunity employer. The District does not discriminate on the basis of race, religion, color, sex, sexual orientation, age ancestry, national origin, marital status, or disability. Equal employment opportunity will apply to all personnel actions, including but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations and rehires.

EMPLOYMENT INFORMATION FOR FULL-TIME EMPLOYEES

New Full-time Employees are at-will and serve at the pleasure of the District.

Application Materials and two self-addressed envelopes must be submitted before the closing date. Attaching a resume is encouraged, but resumes are not accepted in lieu of an official application form.

An Eligibility List containing the names of the most qualified applicants will be compiled based on the results of the selection process. The list will normally remain in effect for one year unless exhausted earlier or the District extends the list.

A Medical Examination, conducted by a District designated physician, must be satisfactorily completed prior to appointment for designated positions.

A Non-smoking Policy: Smoking is prohibited in District facilities.

Vacation Leave is accrued at the equivalent of 11 ½ eight-hour workdays per year, with additional workdays added after three, five, ten, and fifteen years of service (up to a maximum of 23 ½ eight-hour workdays per year).

Sick Leave is accrued at the rate of eight hours per month to a maximum of 60 eight-hour workdays. All positions earn special pay (or additional vacation) at the rate of one-half for sick leave credits after the maximum is reached.

Holidays are provided for all District employees either as time off or additional compensation. The District observes 12 holidays per year.

Group Benefit Programs, including Life, Medical, Disability and Dental coverage are available. The District pays the major portion for the employee's and dependents' coverages through a cafeteria plan of flexible benefits.

Retirement Program: All full-time employees have compulsory membership in the California Public Employee's Retirement System (CalPERS) which provides retirement benefits based upon the formula of "2% at age 55". The District does not participate in the Social Security System for full-time employees; however, federal mandate requires new employees to contribute 1.45% of wages to Medicare.

Overtime Compensation for work beyond the scheduled work shift or workweek is at either time-and-one-half or compensatory time off.

A Deferred Compensation Program enabling employees to "save" salary and earn interest on a tax-deferred basis is available.

A Certification Program provides additional monetary awards for earning certification levels in the California Water Environment Association. The District compensates 1½ percent additional monthly compensation for each of four levels of certification earned in "Collection Systems Maintenance".

Reimbursement for Tuition and Books for approved college courses is provided at up to \$500 per semester.

Credit Union membership for checking, savings and loan privileges is available to all District employees and their immediate family members.

EMPLOYMENT INFORMATION FOR PART-TIME EMPLOYEES

Part-time Employees are at-will and serve at the pleasure of the District. They are reviewed for merit salary advancement on a periodic basis. Generally, part-timers are limited to no more than 1000 hours of work per fiscal year. Certain part-time employees, however, are permitted to exceed this limit. Part-time employees participate in either CalPERS or the California Public Agency Retirement System (CalPARS). The employee contribution equals 7% (CalPERS) or 3.75% (CalPARS) of salary, respectively which the District matches.

General Leave. Certain part-time positions are eligible to receive general leave benefits. This can be used for sick, vacation, or holiday time. However, part-time employees must have continuously worked for at least 520 hours before earning general leave.

Note: The provisions of this job bulletin do not constitute an expressed or implied contract. Any provisions contained within may be modified or revoked without notice.